

E M P L O Y E E - P E R S O N N E L

H A N D B O O K

Village of Buckeye Lake,
Ohio

Passed by Resolution
1984

TABLE OF CONTENTS

Welcome	2
The Handbook	2
Introduction	3
Salaries	3
Probationary Period	3
Basic Personnel Structure	3
Relations with Public	4
Punctuality - Attendance	4
Care of Property	5
Payday and your pay check	5
Overtime	5
Sick Leave	6
Hospitalization	6
Holidays	6
Vacation Time	6
Safety - Workmen's Compensation	7
Discipline	7
Disciplinary Action	8
A Final Word	8

WELCOME . . .

to the Village of Buckeye Lake, Ohio, and to your employment here.

You are one of a few employees as of 1984 in the Village, but hopefully, many more will follow you as jobs are created. This is quantity, but what we really care about is quality, and quality depends on you and your fellow workers.

You were selected for the job because we believe you have the right training, ability, skills and personal qualities. You represent the entire Village Government in your work and in your dealings with the public.

In operating our Village, certain rules and regulations are established in order to operate efficiently. As an employee, there are certain things you must do and there are other things that the Village does for you.

This Handbook has been put together to give you some important facts.

THE HANDBOOK

This Handbook has been prepared by the Personnel Committee of the Village of Buckeye Lake, Ohio, to answer some of the questions that have arisen since the Village began hiring employees. We are a new Village and no employee Handbook was available, thus this one came into being.

All questions are not answered here, but it is hoped that by reading it, you will acquire a better understanding of what is expected of you and what you can expect in return.

This Handbook is to be used for informational purposes and does not replace, add to, or change any State requirements, ordinances, or other written instructions or regulations.

* * * * *

Council Personnel Committee - Chairman, Donna Braig

Committee Members - Katie Motts and Robert Wilson

Council Members - Mike Nimocks, Richard Wolf,
and Zirkle Schwartzwalder

Clerk-Treasurer - Antonnette Yarmon

Mayor - Charles Slater

1984

INTRODUCTION

It is a generally accepted principle that personnel legislation by a non-charter village is valid where there is no state statute or variance, but is invalid where there is a state statute or variance. In other words, non-charter village personnel practice cannot conflict with state statutes. Therefore, most of these provisions listed in this Handbook are the rules as passed by Council of the Village of Buckeye Lake.

Ohio Village Governments are exempt from State Constitutional and Statutory requirements pertaining to Civil Service.

While the Ohio Revised Code contains important personnel provisions, it does not provide a complete personnel system and much is left to the discretion of the Village Council in determining what -- in addition to statutory requirements -- is right and proper for a particular village personnel system. Thus, this Handbook.

SALARIES

Rates of pay for different positions in the Village are established by Ordinance of the Village Council. Compensation for any kind of work is properly based on the relative worth of the job. The minimum wage is now \$3.35 per hour.

At this point in time, the Village has no stated time, length of service, whatever, for pay increases.

PROBATIONARY PERIOD

Appointments to the positions of Village Marshall (Police Chief), Deputy Marshalls, and policemen shall be for a probationary period of six months continuous service and none shall be finally made until the appointee has satisfactorily served his probationary period.

At the end of the probationary period, the Mayor shall transmit to the Council a record of such employee's service with his recommendations thereon and he may, with the concurrence of Council, remove or finally appoint the employee.

BASIC PERSONNEL STRUCTURE

Required Positions in the Village Service

1. All elected positions, including Clerk-Treasurer
Village Marshall (Police Chief)
3. Street Commissioner

Permissive Positions

1. Legal Advisor
2. Deputy Marshalls
3. Auxilliary police
4. Employees of Street Commissioner

5. Employees selected for positions in State/Federal Grants
6. Others as needed

Appointments by Mayor (Approval of Council)

1. Street Commissioner
2. Marshall
3. All deputy marshalls - Special Policemen
4. Fire Prevention Officers and Assistant Fire Prevention Officers
5. Village Representatives to the Recreation Board

Street Commissioner appoints employees responsible to him. Recreation Board may employ persons responsible to it. The Mayor is charged with the responsibility of providing general supervision over each department. Street Commissioner shall be under the direction of the Village Council.

YOUR RELATIONS WITH THE PUBLIC

Because you are employed by the Village, you have a serious and important public relations responsibility. Your work, your conduct, your attitude are all subject to close inspection by your employers -- the taxpaying public.

Away from your job, don't assume that your leisure time activities have no bearing on your employment with the Village. In many cases, you are the only Village employee a certain individual may know. It is the general policy of the Village not to interfere with your spare time, but remember, in many cases, you are the Village.

If you take pride in doing your job well, others will catch the same spirit. The reputation of the Village will depend a great part on what you and your fellow-workers think and say about the Village.

Be courteous in all your dealings.

PUNCTUALITY - ATTENDANCE

Except for the Police Department, the normal work schedule consists of a five-day, 40 hour week. Most employees work from 8:00 a.m. to 5:00 p.m., with one hour for lunch. However, public business goes on for twenty-four hours a day, so in some jobs, the hours will vary.

The Village has the right to demand of each employee:

1. Punctuality in reporting for work each day.
2. Regularity of attendance at work.

When you are late for work, you cause others to delay their schedules. When you don't show up at all, you disrupt a lot of schedules. If you know you are going to be late or going to miss a day's work, entirely, tell your supervisor immediately. Absent from duty without leave for any length of time will be considered good

cause for dismissal. Absence without leave for three consecutive work days shall be deemed a resignation. You may be reinstated anytime within thirty (30) days with the approval of the appointing authority, provided you submit a satisfactory explanation of the cause of your absence.

CARE OF PROPERTY

Be as careful with Village property as you are with your own property. Do not waste supplies and never use Village material for personal business.

If you are employed by a department which provides an automobile or truck for you to do your work, you should give it the same care you would your own. Report immediately any equipment needing attention or repair.

Loafing on the job is inexcusable and leads to harsh criticism from the taxpayers. If you don't have enough work to do, report this fact to your supervisor, so the problem can be solved.

The Village's government must be operated on a businesslike basis if it is to hold the confidence and respect of the people.

PAYDAY AND YOUR PAYCHECK

Village employees are paid bi-weekly on Friday. The first week's pay will be withheld. Deductions from your total salary shall include 8.5% for Public Employees Retirement. The pension system for uniformed police involves a deduction of 8.5% of total salary.

Also withheld from your check will be Federal Income Tax and State Income Tax.

Village employees may be hired as 19 hour per week workers and are hired on a contractual basis.

OVERTIME

You may be asked to work overtime if the work load is heavy or when you have a special job to do or an emergency exists.

(Overtime is time worked beyond the 40 hour week at the request of your Supervisor).

Time worked beyond quitting time, without official request, is not overtime. Authorized overtime may be compensated by allowing time off from work.

Money payments are based on regular hourly rates and may be paid in straight time or time and a half, in accordance with ordinance provisions governing overtime.

SICK LEAVE

You accumulate sick leave with pay at the rate of 4.6 hours for every 80 hours worked.

- A. Sick leave can be used for absences due to: personal illness, pregnancy, injury or exposure to contagious disease which could be communicated to others, illness, injury or death in employee's immediate family.
- B. If you can't come to work, let your supervisor know promptly. Any illness (absence) in excess of three days, shall require a physician's certification.
- C. If you are terminated, laid off, or resign, you will not be paid for any unused accumulated sick leave. After ten years of Village employment, you may receive 1/4 of the employee's unused (accrued) sick leave.
- D. One day of sick leave can be used to attend funeral of immediate family.

HOSPITALIZATION

The Village will pay for hospitalization (surgical) for the employee (the employee must pay for his family to be insured if he wants them to be insured). The hospitalization now being purchased has a plan for payment for the surgeon/hospital and for many services physicians render out of the hospital. Hospitalization becomes effective when employee signs up for it.

HOLIDAYS

Employees of the Village receive pay, but do not work, on the following Holidays:

New Year's Day	January 1
President's Day	3rd day if February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	1st Monday in September
Thanksgiving	4th Thursday in November
Christmas	December 25

The employee must work the day before and the day following the holiday to be eligible for the holiday pay.

VACATION TIME

After one year of employment with the Village of Buckeye Lake, each full-time employee whose established work week is forty hours, shall have earned forty hours of vacation leave with full pay.

After five years of full-time employment, an employee shall be entitled to eighty hours vacation leave with full pay.

After ten years of full-time employment, an employee shall be entitled to 120 hours of vacation time, per annum.

Vacation time shall be taken by all employees during the year in which it is accrued. Special cases, in writing, shall permit employees to carry over accumulated vacation time.

Upon termination or separation of employment, a full-time employee is entitled to vacation pay that has been accrued.

SAFETY AND WORKER'S COMPENSATION

BE CAREFUL! BE SAFE! DON'T GET HURT!! It's the Village's business to provide the safest possible conditions for the various types of work, but the possibility of accident is always present. You can help promote safety by reporting unsafe conditions or equipment and suggesting improvements that would make the work safer.

If you are injured while on the job, the following actions should be taken:

1. You must be given immediate medical attention. You should either contact our emergency squad or be taken to the hospital if it is of a serious nature.
2. If you are injured on the job, however slightly, you must report the fact immediately to your supervisor. Failure to do this delays proper medical care and may result in the unfavorable action upon a claim for compensation of payment fees.

State Law requires that compensation for on-the-job accidents be handled through the State Industrial Commission.

Workmen's Compensation Law of Ohio provides compensation to workmen and their dependents for death, injuries or occupational disease. Coverage is extended to every person in the service of the Village, including elected officials, employees, volunteers and auxiliaries.

DISCIPLINE

An employee can be removed from their position for incompetence or misconduct.

The Mayor is responsible for initiating discipline procedures against:

- (a) Village Officers (those with executive power)
- (b) Police Chief
- (c) Auxiliary Policemen

There are procedures the Mayor must follow in these discipline matters as spelled out in State Requirements.

An employee may be subject to disciplinary action including dismissal for the following:

- Incompetence
- Dishonesty
- Immoral Conduct
- Discourteous treatment of the public
- Violations of Village Ordinances - General Code
- Inefficiency
- Drunkenness
- Insobordination
- Neglect to Duty
- Any other reasonable and just cause

DISCIPLINARY ACTION

Reprimand - (Verbal) Your supervisor may talk with you regarding the error you have committed. This may be in private. The reprimand should be entered on your record.

Reprimand - (Written) You may be given a written reprimand (first or second offense). You will be given a copy and a copy goes into your files.

Suspension - You may be suspended without pay for disciplinary purposes not to exceed thirty (30) days.

Demotion - You may be demoted or reduced in rank to a lower related job with lower pay. You will receive a written notice explaining cause.

Discharge - You may be discharged for reasons previously indicated involving incompetence or misconduct. You will be informed in writing and given a chance to explain in writing.

A FINAL WORD

As an employee of the Village of Buckeye Lake, your bosses (the citizens of this fine Village) number almost 3,000. Your job is important to them and to you.

We hope that you will realize that your welfare as an employee will rise or fall exactly in accordance with the advancement of the Village. If you do a good job, it will only make our Village better.

Everytime you meet someone, or conduct business, and they find out you are a Village employee, their impression of the Village will in part be based on you. Acting thoughtlessly to just one person can start a chain reaction that hurts Village employees and the Village everywhere.

Be proud of your Village and your job. "Buckeye Lake" was once a summer resort that was known all over this area and surrounding states as a wonderful place to go for a summer vacation. We are in a transition from a summer resort to a year-round village and you have been offered the opportunity to make our Village a good place to live.

In other words, the future as well as the future of the Village, depends somewhat on your honesty, industry, efficiency and loyalty to this trust . . . your job!